

6/4/63

File: Memo's to ARO's

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5 June 1963

To : All ARO's; [redacted] Records Center [redacted] 7E-32 STAT;
RMS Personnel, [redacted] STAT
NOTE: 8 copies [redacted]
From : CIA Records Administration Officer/DDS
Subject: Meeting of Records Officers - 11 June 1963

1. Our next Records Management Officers meeting will be on Tuesday, 11 June 1963 at 10 AM in Room 1E-76, Headquarters.

2. Mr. Donald J. Simon, Chief, Division of Records Management, State Department, will be our guest speaker. He will tell us about the State Department's new Records Classification System.

3. This new system is being installed in both domestic and foreign offices of the department. I believe we have significant interest in this system and I urge you to attend.

4. I look forward to seeing you.

NOTE:

This meeting was attended by the following:
Don. Simon, Guest Speaker
Bob Whipp, State Dept. (Assisted Speaker)

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